

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**FIRE & RESCUE CHIEF
FIRE AND RESCUE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs specialized, responsible managerial and technical work in directing and participating in the City's fire and rescue service public fire protection programs. Employee reports to the Assistant City Manager, and serves at the pleasure of the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs responsible administrative, advisory, training and fire code enforcement work in directing and managing activities of fire control, medical response, technical rescue, hazardous materials, emergency management and prevention services for the City. Work involves supervising and participating in the inspection of buildings for fire hazards, promoting fire prevention/education and fire safety awareness, and investigating fires involving death, injury or having a questionable nature. Other responsibilities include acting as liaison with industries on compliance with regulations on potential environmental and fire hazards. Directs the City's overall emergency management effort. Work is performed independently within the framework of departmental and City policy. Considerable tact, courtesy and firmness are required in public contacts in explaining and enforcing pertinent laws and codes. Work is performed under broadly outlined objectives and limited supervision of the City Manager's Office and is evaluated through conferences, the analysis of program achievements, observation and review of reports in terms of the overall effectiveness of applicable fire and rescue service programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Directs the operations of the department which includes developing and implementing policies; hiring and training a staff of professional, technical and clerical employees; overseeing implementation of inspection programs, investigations and all other activities of the office.

Oversees the training of all departmental employees.

Develops and implements long- and mid-range plans for City fire and rescue services; prepares a variety of ordinances and information for approval and implementation by the City Council and City Manager.

Interprets fire-related code provisions for City departments and the public.

Directs the enforcement of the City fire code and performs field reviews of fire-code enforcement activities.

Prepares recommended departmental budget, submits to City officials for review, implements budget and monitors expenditures.

FIRE & RESCUE CHIEF

Utilizes computerized data entry equipment and various word processing, spreadsheet, file maintenance and/or database programs to enter, store and/or retrieve information.

Plans, organizes and directs departmental operations.

Establishes overall departmental policies on fire and rescue related matters.

Determines that the City's fire and rescue systems are maintained in a constant state of readiness.

Determines that departmental personnel are effectively cross-trained to perform firefighting and rescue operations at a high level of skill.

Locates fire and rescue stations at sites to maximize their utilization.

Issues order for improvement of work methods.

Enforces rules and regulations, City ordinances and other legal requirements.

Supervises fulfillment of various department needs.

Analyzes information and takes appropriate actions to improve departmental operations.

Prepares budget estimates of anticipated expenditures and needs.

Assigns personnel and equipment to such duties and use as the service requires.

Evaluates the need for and requisitions new apparatus, equipment and supplies.

Directs the investigation of causes and circumstances of fires.

Directs the inspection of buildings and other properties for fire hazards, enforces fire prevention regulations and takes action to secure abatement of fire hazards.

Supervises all ground operations through subordinate Fire and Rescue officers.

Confers with appropriate departments and recommends locations of fire hydrants, fire flow and development of emergency water supply.

Evaluates standards of fire insurance rating with a view towards fullest possible implementation to achieve improved fire classification for the City.

Serves as technical coordinator between municipal government officials and the North Carolina Office of State Fire Marshal.

Interviews prospective fire and rescue personnel.

Prepares and submits periodic reports of activities.

Attends and participates in meetings, conferences, and makes presentations when necessary and required.

Serves as liaison between the department and various community groups as needed and required.

Ensures that the City meets the standards and protocol as set forth by the Commission on Fire Accreditation International (CFAI).

Develops and maintains a departmental strategic plan as outlined by CFAI.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard practices, procedures and methods involved in fire inspection, prevention and safety.

Thorough knowledge of modern investigation methods and techniques used to determine the cause of fires.

Thorough knowledge of the geographical layout of the City.

Thorough knowledge of building and fire codes and building construction.

Thorough knowledge of the current literature, trends, and developments in the field of fire prevention administration.

Thorough knowledge of the principles of supervision and administration.

Some knowledge of modern office practices, procedures, equipment and moderate clerical techniques including skill in the operation of popular computer-driven word processing spreadsheet and file maintenance programs.

Ability to recognize and define fire hazards and to recommend remedial action.

Ability to interpret and enforce regulations firmly, impartially, and tactfully.

Ability to supervise and coordinate the work of subordinates.

Ability to exercise sound judgment in routine and emergency situations.

Ability to meet, and persuasively and effectively deal with property owners, managers, and the general public to eliminate and prevent fire hazards and to stimulate interest and cooperation in fire prevention activities.

Ability to express ideas effectively orally and in writing.

Ability to communicate effectively on a one-to-one and group basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to manage emergency operations as incident commander and undertake direct operational supervision/action as dictated by emergency circumstances.

Ability to maintain discipline and respect of subordinates.

Ability to lead and command personnel effectively and instruct them in proper work methods and techniques.

Ability to plan, initiate and carry out long-term programs in fire and rescue department administration, employee training, special operations and prevention services.

Ability to plan, assign, and coordinate activities performed by a large group of employees in varied firefighting and rescue work.

Ability to maintain good physical condition.

Ability to communicate effectively in both written and oral fashion.

Ability to establish and maintain an effective working relationship with other City officials, County officials, employees and the general public.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in public administration or a related field, with a master's degree preferred, and 6 to 9 years of progressively responsible, related experience including extensive

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experience of an increasing responsible nature in municipal fire and rescue operations; or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Must be certified as a Level III Code Enforcement Officer, Level II Firefighter, Hazardous Materials Operations Level and Level II Fire Instructor or equivalent, and Emergency Medical Technician (EMT). Possession of a valid driver's license issued by the State of North Carolina. Designation as a Chief Fire Officer from the Commission on Chief Fire Officer Designation (CFOD) is highly desirable.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 30
Exempt